



THURSTON COUNTY UTILITIES  
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## UTILITIES ACCOUNT TERMINATION FORM

Date of Form: \_\_\_\_\_ Service Termination Date: \_\_\_\_\_

### Utilities Account Type (check one)

- ☐ Residential  
☐ Commercial

### Utilities Service Area (check one)

- ☐ Boston Harbor  
☐ Tamoshan  
☐ Grand Mound

### Account Holder Type (check one)

- ☐ Owner  
☐ Renter  
☐ Property Mgt. Co  
☐ Temp Connection

Book # \_\_\_\_\_ Account # \_\_\_\_\_ If Owner - Date of Sale: \_\_\_\_\_

Account Name(s):

1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Service Address

Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

### Forwarding Address (For Final Bill & Refund If Applicable)

Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

### For Office Use Only

Information Received By: \_\_\_\_\_ Services: Water ☐ Sewer ☐ Irrigation ☐

Deposit On Account? ☐ No ☐ Yes - Amount \$ \_\_\_\_\_

Meter #: \_\_\_\_\_ Seq #: \_\_\_\_\_

### Move Out Process Checklist:

- ☐ Get Final Meter Reading  
Date of Reading: \_\_\_\_\_  
☐ Set Up Account For New Customer  
☐ Welcome Email Sent  
☐ Deposit Rec'd for New Customer  
☐ Move Meter to New Customer  
☐ Move Meter Sequence #

- ☐ Update Forwarding Address  
☐ Apply Deposit  
☐ Activate Rate Code 999  
☐ Refund (if applicable)  
☐ Finalize/Inactive Services  
☐ Finalize/Inactive Account

### Billing Notes:

- ☐ Meter Reading: \_\_\_\_\_  
☐ Usage: \_\_\_\_\_  
☐ Base Rates: \_\_\_\_\_  
☐ Ref Acct: \_\_\_\_\_